



# **DEPARTMENT OF DEFENSE**

## **RESEARCH AND TECHNOLOGY WORK UNIT INFORMATION SYSTEM MANUAL**

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**OFFICE OF THE UNDER SECRETARY OF DEFENSE  
FOR RESEARCH AND ENGINEERING**



THE UNDER SECRETARY OF DEFENSE

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RESEARCH AND  
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FOREWORD

This Manual is issued under the authority of DoD Directive 3200.12, "DoD Scientific and Technical Information Program," February 15, 1983, which established a series of DoD publications to provide direction and guidance in areas related to the scientific and technical information program. It supplements DoD 3200.12-R-1, "Research and Technology Work Unit Information System Regulation," August 1983, and replaces Defense Logistics Agency Manual (DLAM) 4185.5, "R&T Work Unit Information System Data Input Manual," December 1968. The purpose of this Manual is to prescribe uniform procedures to ensure consistency of input to the Research and Technology Work Unit Information System (R&TWUIS) and to establish a Work Unit Information System (WUIS) Working Group. The Manual also provides a vehicle for altering the WUIS and its contributor subsystems, as necessary, to improve their responsiveness.

The provisions of this Manual apply to the Office of the Secretary of Defense, the Military Departments and the Defense Agencies (hereafter referred to collectively as "DoD Components").

This Manual is effective immediately and is mandatory for use by all DoD Components. Heads of DoD Components may issue supplementary instructions only when necessary to provide for unique requirements within their respective Components.

Send recommended changes to the Manual through channels to:

Director, Office of Research and Laboratory  
Management  
Deputy Under Secretary of Defense for Research  
and Engineering (Research and Advanced  
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Washington, DC 20301

DoD Components may obtain copies of this Manual through their own publication channels. Other federal agencies and the public may obtain copies from Director, U.S. Naval Publications and Forms Center, 5801 Tabor Avenue, Philadelphia, Pennsylvania 19120.

Under Secretary of Defense  
for Research and Engineering

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REFERENCES

- (a) DoD 3200.12-R-1, "Research and Technology Work Unit Information System Regulation," August 1983, authorized by DoD 3200.12, February 15, 1983
- (b) DoD 5025.1-M, "DoD Directives System Procedures," April 1981, authorized by DoD Directive 5025.1, October 16, 1980
- (c) Memorandum by the Secretary of Defense, "Control of Unclassified Technology with Military Application," October 18, 1983
- (d) Public Law 83-703, "The Atomic Energy Act of August 30, 1954"
- (e) DoD FAR Supplement, April 1984
- (f) DoD Directive 5010.22, "DoD Contract Studies Management," March 25, 1982
- (g) Defense Logistics Agency Manual (DLAM) 4185.15, "Defense RDT&E On-line System Terminal Operator's Manual (INPUT)," June 1983

## DEFINITIONS

1. Active Work Unit. A work unit that is described in the data base by a record with a kind of summary (transaction type) of NEW or CHANGE.
2. Inactive Work Unit. A work unit that is described in the data base by a record with a kind of summary (transaction type) of TERMINATION or COMPLETION.
3. Work Unit Record. The computer-resident in which is stored the data reported about a particular work unit. Each work unit record is identified by a unique accession number. The record comprises the data elements submitted as a NEW summary (see definition number 4.) for that accession number and any later modifications which change, delete, or add to those data elements.
4. Work Unit Report (Transaction). A submission of data elements that make up an initial entry of an R&T work unit summary or a modification to an existing summary. A report can be one of four transaction types (kinds of summaries): NEW, CHANGE, TERMINATION, COMPLETION.